



**PUBLIC PROTECTION CABINET
DEPARTMENT OF HOUSING, BUILDINGS AND CONSTRUCTION
REQUEST TO INSPECT PUBLIC RECORDS
PURSUANT TO KRS CHAPTER 61**

*Please return this form to the Office of General Counsel; 101 Sea Hero Road, Suite 100
Frankfort, Kentucky 40601-5405 or fax, 502/573-1057*

Current Date: _____

TO: _____ (Section/Division in which records are kept)

I hereby request to ☐ inspect or ☐ receive copies of the following documents from the files located
in the above Section/Division: (please be specific)

NAME AND ADDRESS OF PROJECT: _____

If the requested documents are
sought for a commercial purpose,
you must state here what that
purpose is: _____

Submitted by: _____
Please print name clearly)

Signature of person requesting records

Address: _____

Telephone No: _____

TO BE COMPLETED BY DEPARTMENT PERSONNEL ONLY

DISPOSITION

The following disposition of the above request is recommended:

- ☐ Copies of records cannot be made available until approximately _____.
- ☐ The records are available for inspection only and copying upon appointment.
- ☐ The attached records are what we have, as requested.

Total number of written documents: _____ @ _____

Total number of copies of non-written records: _____ @ _____

Total cost: _____ Cash ☐ Check ☐ Money Order ☐ Please bill ☐

APPROVED FOR MAILING:

ROSE L. BAKER
RECORDS CUSTODIAN

Date

Signature of Program Manager

Section/Division

Date

APPROVED BY:

DAWN M. BELLIS, GENERAL COUNSEL
TO BE IN COMPLIANCE WITH
KRS 61.870 TO KRS 61.884

